

2006 PAYCHECK CALCULATOR INSTRUCTIONS

Please print these instructions so you can use the screen shots for reference.

1. Click on the Paycheck Calculator button to get to the data entry screen.

A screenshot of a button with a light beige background and a thin black border. The text "Paycheck Calculator" is centered on the button in a bold, black, sans-serif font.

Paycheck Calculator

2006 PAYCHECK CALCULATOR INSTRUCTIONS

2. Use your paycheck advice to get the numbers to enter into the calculator.

State of Montana PO Box 200127 Helena, MT 59620-0127		Pay Group: BW4-Large Agency Paygroup Pay Begin Date: 08/05/2006 Pay End Date: 08/18/2006		Advice # 0000000 Advice Date 08/09/2006																																																																																																													
John F. Smith 1400 Candy Lane Helena, MT 59601 SSN: 000-00-0000		Employee ID: 000000 Department: 611-XXXX - XXXXX - XXXXXX Location: DOA-XXXXXXXX - XXXXXXXXXXXX Job Title: XXXXXXXXXXXXXXXX Pay Rate: \$20.010481 Hourly		TAX DATA Federal MT State Marital Status: Married Married Allowances: 0 0 Addl Pot.: Addl Amt.:																																																																																																													
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The screenshot shows a software window titled "Payroll and Benefit Information". It contains several sections for data entry:

- Top Section:** "BiWeekly Gross Wages" (field 3, value 1853.84), "Pre Tax Plan" (checkbox 4, checked), "Retirement Plan" (dropdown 5, value PERS), and "Bi-Weekly Deductions" (field 12, value 253).
- W4 Information:** Two identical blocks for Federal and State taxes. Each includes "Marital Status" (radio buttons 6, "Married" selected), "Allowance" (field, value 0), and "Additional Amount" (field, value 0).
- Healthcare and Coverages:** Four dropdown menus: "Medical Plan" (7, value Medical - NewWest), "Medical Coverage" (8, value Employee Only), "Dental Coverage" (9, value Employee Only), and "Vision Coverage" (10, value No Coverage).
- Working Families Tax Questions:** Three sections (Medical, Dental, Vision) with three questions each. Each question has a "Click for Yes" checkbox. Callouts 11, 13, and 14 point to these checkboxes. A "Same As Medical" button is present for Dental and Vision sections.
- Right Column:** A list of bi-weekly deductions with input fields: State Share (253), Deferred Comp (25), Basic Life (0.88), Optional Life Plan C (11), Long Term Disability (0), AD&D (0), Medical FSA (66.66), Dependent Care FSA (0), FSA Admin Fee (1.08), Supplemental Life (12), Dependent Life (0), Optional Life Plan C After Tax (8.1), Long Term Care (0), Other (Pretax) (81.45), and Other (After Tax) (18.5).
- Bottom Right:** "Print" and "OK" buttons. Callout 16 points to the "OK" button.

3. Enter your gross wage into the BiWeekly Gross Wages field.
4. Select the Pre Tax Plan box if you have your insurance premiums withheld before taxes. Make sure the box is not checked if you pay for your premiums after tax.
5. Use the Retirement Plan drop down menu to select the type of retirement plan you are participating in.
6. Enter your W4 information for both Federal and State taxes.
7. Select your medical plan from the Medical Plan drop down menu.
8. Select the medical coverage you have from the Medical Coverage drop down menu.
9. Select your dental coverage from the Dental Coverage drop down menu.
10. Select your vision coverage from the Vision Coverage drop down menu.
11. Answer the Medical, Dental, and Vision questions by checking the appropriate box. If your answer is no to a question, leave the boxes unselected.
12. Enter your bi-weekly pre-tax deductions (from you pay advice) in the appropriate field. Note: the State Share amount here is the amount listed under the Hours and Earnings section of your pay advice.
13. Enter the total of any other pre-tax deduction you may have in the Other (Pretax) field.
14. Enter the total of any after-tax deductions you have in the Other (After Tax) field.
15. If you have imputed income on your Optional Life Plan C, enter the amount from your advice in the Optional Life Plan C After Tax field.
16. Select the OK button to calculate your check.

2006 PAYCHECK CALCULATOR INSTRUCTIONS

UserForm2

Paycheck Estimator

Gross Wages	1853.84
Travel Pay	0.00
Fed Withholding	127.56
Fed OASDI/Dis	92.56
Fed FICA-MHI	21.65
MT Withholding	65.00
Retirement	110.46
Pre Tax Deductions	393.97
After Tax Deductions	30.50
Plan C Imputed Income	8.10
WFTRA Imputed Income	0.00
Net Pay	1012.14

Print

17. The Paycheck Estimator provides your estimated net pay based on the information you input on the previous pages.